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**Personnel**

**DOCUMENTS AND PUBLICATIONS FOR THE  
AIR UNIVERSITY LIBRARY**

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OPR: HQ AUL/LD (Mr Robert B. Lane)

Certified by: HQ USAF/DPPE  
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This instruction implements AFR 36-23, *Military Education*. It explains the Air University Library (AUL), which houses vital Air Force information. It tells what documents and publications the AUL receives regularly and how to answer AUL requests for information. For purposes of this instruction, the terms document and publication refer to information extending to writings, audio and video recordings, computer memory tapes and diskettes, film, and any other form of information storage.

**SUMMARY OF CHANGES**

This is the first issuance of AFI 36-2303, revising AFR 4-67.

**1. AUL Requirements:**

- 1.1. AUL needs to receive Air Force publications and documents regularly and automatically so its collection of documents is comprehensive enough to meet the reference and research needs of Air University (AU) and the Air Force.
- 1.2. AUL needs copies of all publications and documents that give information on Air Force programs, state or support policy decisions, or have research or reference value on the Air Force mission and its operations.
- 1.3. Air Force activities that create these publications and documents send only one copy to AUL and establish procedures to ensure that AUL receives all the items described in paragraphs 2., 3., and 4. The procedures will address the media format appropriate to the specific publication or document.
- 1.4. The staff, faculty, and students of AU participating in educational, doctrinal, and research programs are the primary readers of classified documents sent to AUL. AUL handles and stores classified information up to and including TOP SECRET, Restricted Data. AUL does not handle publications and documents formerly classified as Sensitive.

## **2. Responsibilities:**

2.1. Each HQ USAF office of primary responsibility adds AUL to its distribution list for all publications and documents (in the appropriate media/format) in these categories:

- Reports and analyses.
- Staff studies.
- Program documents.
- Statistical summaries.
- Organizational and functional charts.
- Rosters of key personnel (annually).

2.2. HQ USAF/PER provides manpower authorization data and reports required by AUL.

2.3. Major commands add AUL to their distribution lists for the following publications and documents:

- Reports and analyses.
- Staff studies.
- Operations orders and plans.
- Statistical summaries.
- Policy directives.
- Instructions and manuals.
- Command books.
- Organizational and functional charts.
- Pamphlets.
- Bulletins.
- Unit directories (annually).
- Telephone directories (annually).

2.4. When AUL requests, the commander of Air Force Materiel Command (AFMC) and its subordinate commands will:

- Certify the library's need-to-know for specific reports from: AFMC laboratories; systems divisions and centers; Air Logistics Centers; Air Force contractors such as universities, companies, laboratories, and other agencies.
- Task these activities to send copies of their reports (in the appropriate media/format) to AUL.

2.5. When requested, subordinate Air Force units (through squadron level) will send AUL specific publications and documents or place AUL on automatic distribution lists for their recurring reports.

2.6. Air Force activities that send documents and publications to AUL are responsible for maintaining copies of documents in accordance with AFI 37-160, volume 1, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications* (formerly AFRs 5-1 and 5-8), and other pertinent directives.

## **3. Air Force Schools:**

3.1. Air Force schools will add AUL to their distribution lists for:

- Course syllabi.
- Study guides.
- Workbooks.
- School prepared texts.
- School curricula or catalogs.
- Telephone directories (annually).

#### **4. Forwarding Information:**

4.1. The AUL Director corresponds directly with all Air Force activities to carry out this instruction. Materials sent to the attention of (or for action by) the Commander, AU, or to a specific AU agency do not satisfy the AUL need for documents and publications. Send all publications and documents to AUL/LSE, Bldg 1405, 600 Chennault Circle, Maxwell AFB AL 36112-6424. Information for the Air Force Historical Program (see AFI 84-101, *Historical Products, Services and Requirements*) is separate from AUL requirements. Send that information to AFHRA/ISA, Bldg 1405, 600 Chennault Circle, Maxwell AFB AL 36112-6424.

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